

## **DAY SUPPORTS USING A WORKSHEET (DSW)**

### **General Description:**

Day Supports using a Worksheet (DSW) provides non-residential community habilitation programs for adults and the elderly to help them gain or improve the skills that they would normally require in a structured program setting or other naturally occurring environment in their community. DSW may include work related activities for adults that do not duplicate other programs, such as Utah Division of Vocational Rehabilitation. DSW services are also designed to help children, adults, and the elderly to acquire the skills necessary to enjoy socializing and to fully participate and avoid becoming isolated in their homes or communities. Services are generally provided in structured programmatic settings, other naturally occurring environments in the community, or in job skills development settings. However, these services are intended to supervise and develop self-help, communication, mobility and life skills and are not primarily intended to develop or enhance vocational skills or educational achievements. DSW services are rendered to persons on a group basis. DSW may be used to provide appropriate staff to maintain the health and safety of individuals during provision of MTP services so long as individuals in groups receiving DSW at the same time as MTP receive an average of 6 hours of DSW a day. DSW programs should be open for at least 7.5 hours on regular business days.

DSW is available through Provider-based Services.

### **Limitations:**

1. DSW is intended for persons with acquired brain injury (ABI) over the age of 18.
2. DSW services may on occasion occur in the person's home or residence, though this service is primarily intended to be operated from a structured programmatic setting within the community.
3. Services rendered consistently in a non-site setting in which four or more persons participate at any one time must be licensed in accordance with Utah Administrative Code, Rule R501. [<http://rules.utah.gov/publicat/code/r501/r501.htm>].
4. Services reimbursed for persons eligible for services by the State of Utah Division of Vocational Rehabilitation Services are excluded for payment as a waiver service under this definition.
5. The Contractor shall fully conform to Federal Department of Labor wage regulations and policies. [<http://www.dol.gov/esa/whd/flsa/index.htm>]
6. Transportation is not included in this service. [See MTP service description].
7. DSW may not be billed for the same day that Extended Living Supports (ELS) are billed.

8. DSW may not be billed at the same time as any other service except for MTP, BC1, BC2, BC3, PM1 or PM2.
9. DSW is not provided on holidays and weekends.

**Population Served:**

The Contractor will serve people currently receiving services from DHS/DSPD with acquired brain injury (ABI), as defined in Utah Administrative Code, Rule R539-1. [<http://rules.utah.gov/publicat/code/r539/r539.htm>]

**Contractor's Qualifications and Other Responsibilities:**

If site based services are provided to four or more persons at any one time, the Contractor must have all applicable licenses as prescribed in Utah Administrative Code, Rule R501 [<http://rules.utah.gov/publicat/code/r501/r501.htm>] to operate and provide the particular type of services being offered and must comply with insurance requirements and any local ordinances or permits. A Non-licensed Contractor must be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code § 62A-5-103. [<http://www.le.state.ut.us/~code/TITLE62A/62A05.htm>]

Wages shall be commensurate for other employees performing similar labor. If the Contractor pays a person less than the minimum wage, the Contractor must have a Certificate from the Federal Department of Labor permitting payment of a sub-minimum wage. [<http://www.dol.gov/esa/whd/flsa/index.htm>]

The Contractor must be enrolled as an approved Medicaid Provider with the Utah Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Contractor. The Contractor must also agree to participate in any DHS/DSPD provided Medicaid training.

The Contractor must ensure that the Day Supports staff is trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract.

The Contractor shall be under DHS/DSPD contract to provide DSW.

The Contractor shall provide emergency procedures for fire and other disasters that require the development and posting of an evacuation plan for site-based services and quarterly training on evacuation procedures and documentation of quarterly evacuation drills.

The Contractor under license with DHS, Office of Licensing shall assure the presence of at least one staff trained by a certified instructor, in first aid and CPR on duty with persons at all times.

The Contractor shall assure the presence of staff member at each licensed site who is responsible for supervision of the day-to-day operations of the site and for operation of the program.

**Staff Qualifications:**

DSW staff must demonstrate competency (in the services covered by the contract), as determined by the Contractor, in addition all applicable education, and training must be completed before the delivery of any supports to persons and performing any work for persons without supervision.

DSW staff shall be trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract.

DSW staff must pass a Bureau of Criminal Identification (BCI) background check through the DHS, Office of Licensing and have a record of the BCI results in the staff record. <http://rules.utah.gov/publicat/code/r501/r501-14.htm>

DSW staff must be age 18 or older.

**Direct Service Requirements:**

**Person-Centered Planning:** The Contractor's staff shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.

1. The Contractor is responsible for implementing the applicable portion of the Individual Support Plans Action Plan (ISP/AP). The ISP document may include the following separate documents: Action Plan, Support Strategies, including Behavior Support Plan, Psychotropic Med Plan, Staff Instruction sheet, data collection and/or Task Analysis sheet.
2. Once the ISP/AP has been developed, the Contractor must orient the person to that part of the plan that pertains to the Contractor and ensure that the person is involved in its implementation.
3. The Contractor shall develop Support Strategies for the person. The Contractor shall submit Support Strategies and Monthly Summaries to DHS/DSPD.
4. The Contractor, as a member of the person's team, is required to meet at least annually (within 12 months of the last Person-Centered Process meeting) to review the person's service/support requirements and to make adjustments as necessary based on the person's needs. However, it may meet more often as determined by the person or other members of the team.

**Staff Support:**

Actual type, frequency and duration of support will be defined in the person's ISP/AP based on the person's assessed needs.

**Record Keeping:**

In addition to the General Requirements for record keeping, the Contractor shall maintain accurate records, such as attendance records, time sheets, of all instances of service delivery.

**Rate:**

DSW contains an hourly and daily rate. Services that are rendered for 6 hours or more on any day are billed at the daily rate.